

# **Financial Officer**

## **Finance**

**Full-Time Contract, ending December 27, 2024**

**35 Hours / Week (Monday-Friday)**

**Location: Town of Parry Sound**

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our communities. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service.

We are seeking a **Financial Officer** with our Finance department. The Financial Officer is responsible for maintaining a variety of accounting, financial and administrative services for the District of Parry Sound Social Services Administration Board.

### **Qualifications Include:**

- Post secondary diploma or degree in Accounting, Finance, Business Administration, or related field. (An equivalent combination of education, training and experience will be accepted.)
- Minimum 2 years of financial experience.
- Knowledge of GAAP (Generally Accepted Accounting Principles), budgetary practices and processes, government accounting and auditing practices.
- Intermediate knowledge and experience in computerized spreadsheets, accounting, and database applications, with the ability to create and maintain accounting spreadsheets.
- Excellent communication, troubleshooting and organizational skills.
- Ability to work under strict time constraints and ability to prepare accurate and timely financial information within targeted deadlines.
- Must be able to work independently and work effectively with a variety of individuals and groups, including all staff members.
- Ability to maintain a high degree of accuracy and confidentiality in reporting and managing financial information.
- Strong research, analytical and problem-solving skills.
- Ability to travel throughout the District as required.

### **Responsibilities Include (partial list):**

- General ledger account reconciliation, review, and analysis.
- Responsible for accounts payable processing.
- Create, update, and analyze financial spreadsheets as required and perform data entry, including ERP systems.
- Assist with internal audit process and with year-end and monthly financial reporting.

(A full copy of the job description, including full qualifications and responsibilities, is available upon request from: [jobs@psdssab.org](mailto:jobs@psdssab.org))

**Salary Rate: \$36.85/hourly, plus 4% vacation pay**

OMERS Pension Plan Options

Paid Time off (including sick time)

Employee Assistance Program

Professional Development Opportunities

**Please submit a cover letter & resume referencing job ID 24N-03 by May 13, 2024**

**Attn: Danielle Villeneuve, CHRP**

**Director of Human Resources**

1 Beechwood Drive

Parry Sound, ON P2A 1J2

Fax: (705) 751-5370

Email: [jobs@psdssab.org](mailto:jobs@psdssab.org)

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

The DSSAB welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.